

## Phoenix Program Process Definition – Accounts Receivable

Process	<b>On Account</b>
Process Number	<b>AR – 020</b>

### ***Description of Process***

On Account allows you to handle overpayments and unidentified payments. When placing a payment on account in the worksheet application, you are prompted to enter a Customer ID, Item ID, Entry Reason and Amount. The Entry Reason selected is tied to a distribution code in the Item Entry Type table. Cash is debited and the chartfields in the distribution code is credited. The Item is a negative open item in AR. It will remain open until further action is taken against it. Once it is determined where the money placed on account should be applied, a negative deposit will close the open item and a new deposit needs to be entered to record to appropriate item.

The Department of Audits will require all deposits placed on account to be coded to an on account "account number". FSS will only set up one reason code/distribution code for Entry Type OA based on the values the Department of Audits want.

### ***Input to Process***

Overpayment and/or unidentified deposit entered.

### ***Output of Process***

Payment applied and placed on account to record DR to cash and CR to chartfields in distribution code.

### ***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

### ***PeopleSoft Panel Groups being Used***

Function	Panel Group
Apply Payments / Use	Regular Deposit Entry
	Worksheet Selection
	Worksheet Application
	Worksheet Action

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### ***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<b><u>Step 1 Complete Information on Deposit Control Panel</u></b> The accounting date will default to the current date, but can be modified as needed as long as it is within the open accounting period. The entered date is the deposit date that prints on cash receipts journal.	Agency
<b><u>Step 2 Complete Payment Control Panel</u></b> Payment id, amount and customer id are required.	Agency
<b><u>Step 3 Worksheet Selection Panel</u></b> Build worksheet based on customer id selected in regular deposit. When worksheet is built, change Action to On Account. A prompt box ask you for Item ID, Entry Reason, and Amount.	Agency
<b><u>Step 4 Worksheet Action</u></b> Post Later.	Agency

### ***Forms Used with Process (#)***

None

### ***Process Flow Diagram (if appropriate):***

Process Signoff

Tested By  
Date Tested